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APR 6 1967

DD / S REGISTRY

FILE

MEMORANDUM FOR THE RECORD

SUBJECT: Expanded Retiree Placement and Counseling Program

1. On 4 April 1967 the following met to discuss the Director of Personnel's recent proposals for an expanded retiree and counseling program;

O/P - Echols, [REDACTED]
O-DD/S - Bannerman, Warfield, Vance

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2. Organization

Mr. Echols described the present elements of the Office of Personnel which deal with retirement and out-placement matters. They include: the Retirement Branch and the CIA Retirement Staff in the Benefits and Services Division; and the External Placement Branch of the Recruitment Division. A total of [REDACTED] positions (with [REDACTED] incumbents) are devoted to these activities--

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Mr. Echols proposes to combine the activities of all three of these elements into a single Retirement Division consisting of a Chief, Deputy, and three Branches dealing with: retirement administration; pre-retirement counseling and training; and external placement. Mr. Bannerman expressed general agreement with the proposal and asked that it be developed and submitted for formal approval as quickly as possible. The precise number of positions needed will be determined by the Director of Personnel after a more careful analysis of each Branch's functions and expected workload.

3. Programs and Activities

Mr. Bannerman then ticked off the specific programs and activities proposed for the new Retirement Division, and the group considered staffing requirements associated with these activities:

a. Retirement Administration

At present six employees are engaged full-time in providing advice to prospective retirees, supporting the CIA Retirement Board, and performing the myriad other "housekeeping" functions associated with the Agency's retirement activities. With the advent of a new and separate pre-retirement counseling and training program, this Branch will be concerned primarily with the "digits" and other housekeeping routines involved

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in retirement. The group felt that [REDACTED] now engaged in this activity, could take it over when [REDACTED], her present Chief, resigns in June. Other staffing requirements for the Branch can be met from present resources in Personnel.

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b. Pre-Retirement Counseling and Training

A completely new program is contemplated for the Pre-Retirement Counseling and Training Branch. Principal elements and tasks include:

(1) Retirement Planning Seminars--involving a broad new program of group meetings for employees, beginning with the fifth year before their retirement and encompassing a wide range of lectures and other activities designed to orient their thinking and assist in their preparation for retirement. The group felt that someone with training experience should be sought for this assignment. Mr. [REDACTED] in OTR was mentioned.

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(2) Pre-Retirement Training--a program of "retirement preparation" training at Agency expense to prepare selected employees for outside employment. Mr. Echols has proposed that a task force be established to sort out the legal problems involved in such a program and develop guidelines for its administration. Someone is needed on a full-time basis for the next 3-4 months to spark-plug such a task force. It was felt that DD/P should be asked to provide the individual.

(3) Library of Retirement Information--development of a suitable body of information about retirement matters and particularly about post-retirement employment opportunities. Mr. Echols proposes that Personnel take the initiative in launching this project but that OCR be asked to maintain such a "library" and provide the space and management for it. OCR has expressed a willingness to do this. It was thought that a Support Career Trainee could be made available for 3-4 months to get this task underway.

(4) Notification Procedures--development of procedures for ensuring timely notifications to prospective retirees and the preparation of suitable literature to aid in preparing them for retirement. The group felt that the Chief of the Branch could be expected to handle these tasks.

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c. External Placement

The following tasks were envisioned for the External Placement Branch:

(1) Contacts with Private Schools--working with the National Association of Independent Schools and others to expand contacts with private institutions with a view to placing CIA retirees who want to teach. It was felt that DD/P should be asked to provide an officer on detail for 3-4 months to activate this program, after which the permanent staff of the Branch could be expected to carry it on.

(2) Exploit Outside Contacts of CIA Officials--develop an inventory of those officials with outside contacts who are willing to help retirees get jobs. Again, it was felt that DD/P should be asked to provide a suitable officer on detail for 4-6 months to get this activity launched after which it could be a regular function of the External Placement Branch.

(3) Support from Domestic Contact Services--develop and implement a specific plan to get DCS support for retiree placement. It was thought that the officer handling the preceding activity could also manage this one until it is on firm footing and becomes a normal part of the Branch's work.

(4) Liaison with State Employment Services--expand contacts with these Services and exploit their out-placement facilities. It was thought that this function could be handled largely by correspondence and therefore could be absorbed by the Branch, with field recruiters assisting whenever actual visits to State Employment Offices are needed.

(5) Commercial Employment Facilities--exploit the capability of commercial employment companies to aid in placing retirees. At least two such companies have volunteered their services on a "no fee" basis. It was thought that this activity can produce some very valuable avenues of external placement with minimum effort on our part. In the beginning, however, someone must make the approach to such organizations and sell them on aiding us. The Office of Personnel is prepared to make [REDACTED] available for the task.

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(6) Retiree Skills Bank--catalog skills of retirees seeking assistance. It was thought that the CT who develops the retirement

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"library" can also take on this task, at least in the initial stages. Thereafter it can become a routine function of the External Placement Branch.

4. Actions

a. Preparation of T/O

Mr. Bannerman instructed Mr. Echols to prepare as promptly as possible the necessary organizational changes and T/O proposals to establish the new Retirement Division. If an overall increase in Personnel's ceiling is required in connection with the proposals, this should be submitted with appropriate justification so the request can be added to proposals already on hand from the Offices of Communications and Security. DD/S will then seek BOB approval for the whole package.

b. Staffing

Mr. Bannerman recapitulated the immediate staffing requirements for the new Retirement Division. He asked members of his own staff as well as Mr. Echols to give immediate consideration to possible candidates for the two top jobs in the Division, the first being a temporary incumbent (until next September when [REDACTED] will be returning from [REDACTED] to become the permanent Chief of the Division). In addition, candidates are needed for each of the three new Branches. Tentatively, [REDACTED] was tagged for the Retirement Branch, and at the appropriate time OTR will be approached regarding candidates for the Counseling and Training and the External Placement Branches. DD/S will provide a CT for the new Division and will request DD/P to supply at least three officers on detail for the next 4-6 months to assist with specific tasks previously noted. Finally, Personnel will make [REDACTED] available to initiate contacts with commercial employment facilities.

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c. Space

As soon as the organization of the new Retirement Division is determined, Mr. Echols is to initiate action to obtain suitable space for it in the Rosslyn area (its elements are now split between the Magazine and Ames Buildings).

d. Program Development

As quickly as key members of the new Division are identified, they are to devote their initial efforts to "fleshing out" the details of the various programs to be conducted and to obtaining any necessary authorities or approvals required for these programs.

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Assistant Executive Officer to the
Deputy Director for Support

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